



Town of Suffield Job Posting

Position: Events Coordinator (Casual Part time)

Post Date: August 12, 2026

End Date: August 26, 2026

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government as employees and volunteers alike remain committed to developing and fostering a strong sense of community among its residents.

General Statement of Duties:

The Town of Suffield is seeking an Events Coordinator for the Parks and Recreation department. This position is responsible for work involving implementation of recreational activities and events in public parks and other facilities. Work involves responsibility for supervising, supporting existing programs and coordinating varied recreational activities and events for all age groups designed to meet the recreational needs of the community. Serves the residents of Suffield in customer-oriented manner that helps promote a positive and professional image for the Town government.

Hours:

Part time seasonal work, up to nineteen (19) hours per week. Must be flexible to include primary hours of afternoons, evenings and weekends. The hours may be subject to change. This position occasionally requires long hours beyond those scheduled hours, evening work, and weekend work as job duties demand.

Compensation and Benefits:

The pay rate is \$25.00 per hour; compensation and benefits are in accordance with the Town Hall Collective Bargaining Agreement. This position is union-represented.

Supervision Received:

Reports to the Director of Community Services and/or Recreation Supervisor and Special Programs Director.

Supervision Given:

Event staff and volunteers.

Examples of Essential Functions:

1. Participates in the organizing, coordinating, supervising and directing of recreational programs and events on a seasonal basis, including programs, special events and trips. Occasional program instruction when needed.
2. Assists with program registrations, collection of fees and other office functions to ensure maximum service to the public.
3. Maintains time sheets and other records; prepares activity and accident reports. Prepares statistical reports on programs.
4. Contacts organizations to elicit support for ongoing activities.
5. Coordinates the availability of sports fields and facilities for department programs with the Recreation Supervisor.
6. Fills in when program supervisors and instructors are unavailable.

7. Evaluates existing programs and makes recommendations for new and innovative programming throughout the Town of Suffield, its trails, parks and facilities.
8. Provides excellent customer service experience and ability to build and maintain strong working relationships with commissioners, co-workers, contractors, staff and the community.
9. Greet all patrons entering and exiting programs in a positive and professional manner.
10. Provide information to customers about facility and events.
11. Keep accurate count of the patrons who utilize the facility and programs.
12. Make posters, signs and announcements for the general public to communicate rules and events as needed.
13. Set up and breakdown of special event equipment.
14. Prepare special event site.
15. Creates content and posts to social media for programs and events.
16. Clean site and return equipment as needed.
17. Maintain positive working relationships with school officials, community groups, and the public regarding program offerings and coordination of services; promptly and cordially respond to citizen inquiries, feedback, and complaints about services and facilities.

Minimum Qualifications

Education & Experience:

1. Must be at least 18 years of age.
2. High school diploma or equivalent.
3. Some previous employment experience; or equivalent combination of relevant training and experience.
4. Relevant experience may be substituted for educational requirements if deemed appropriate by the First Selectman.

Knowledge, Skill, and Ability:

1. Excellent interpersonal and Customer Service Skills.
2. Ability to write legibly and communicate clearly.
3. Ability to solve problems and work independently.
4. Ability to listen and follow instructions.
5. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials, and individuals of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
6. Ability to work around trees, foliage and tolerate exposure to dust and inclement weather.
7. Ability to attend to task/function for more than 60 minutes at a time.
8. Ability to perform the essential functions of the position with or without reasonable accommodation.

Special Requirements:

1. Valid, active Motor Vehicle Operator's license preferred.

Tools and Equipment Used:

This job operates in a professional office environment with occasionally related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

This job operates in a professional work environment and related fieldwork. While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office and moderately noisy too noisy in the field.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that the employee requires for this job. Functions, duties, responsibilities, and activities may change at any time, with or without notice.

Travel:

Travel is primarily local during the business day.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

How to Apply:

Applications can be found on the town website at suffieldct.gov/departments/hr.

Please submit an application and resume by email to koriola@suffieldct.gov or by mail to Town of Suffield, Human Resources Department, Attention: Kayla Oriola, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

The Town of Suffield is an equal opportunity employer m/f/d/v.

The above posting is intended as a guide and is not a complete description of the position or process